

# Promethean Training

## Module 4

### Section 1: Organizing My Resource Library

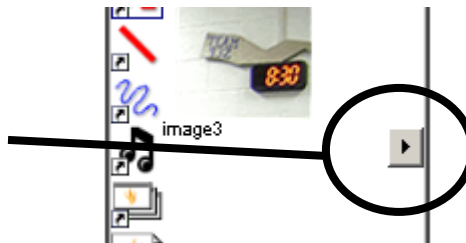
The Resource Library is divided into Shared Resources and My Resources. You cannot add or take away from the Shared Resources but you can add and take away items in the My Resources area. For those resources in the Shared Resources area which you use often, you can create folders in the My Resources area and store them for easy access. You can also store pages and flipcharts you created in the My Resources area. Images captured from the web can also be added to the My Resources area. Organization is very important so that you can easily locate your filed information.

### Section 2: My Resource Library

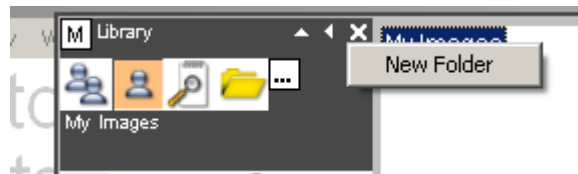
#### Creating New Folders in the My Resource Library Area

1. Open the Resource Library
2. Click on the icon for **My Resource Library**

3. Expand the view of the Resource Library.

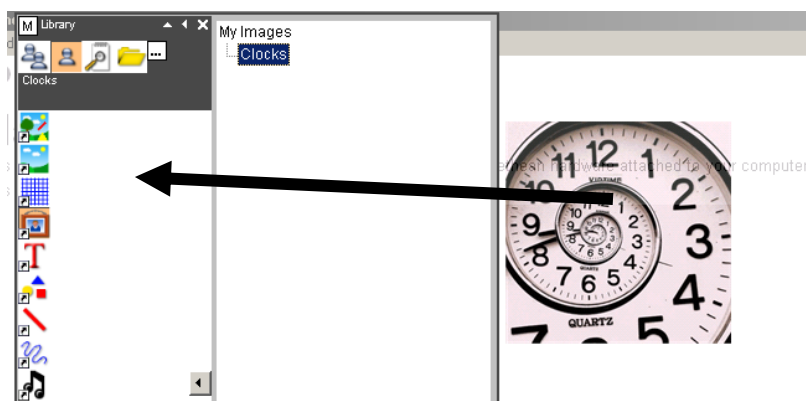


4. The main category you should see is "Images." (YOU CAN ADD TO EACH OF THE CATEGORIES IN THIS SAME MANNER. i.e., Backgrounds, My Shapes, etc.) Right click the word "Images" and "New Folder" will appear. Click on and enter the name of the new folder. **VERY IMPORTANT:** This creates a new folder in the My Documents area on THE COMPUTER YOU ARE PRESENTLY ON. BECAUSE OF THAT, YOU WILL NOT BE ABLE TO SEE THESE IMAGES IF YOU GO TO ANOTHER COMPUTER. THE ONLY WAY TO DELETE THESE FOLDERS IS TO GO INTO THE MY DOCUMENTS > ACTIVSTUDIO3 > MY IMAGES. You will see the folders you have created.

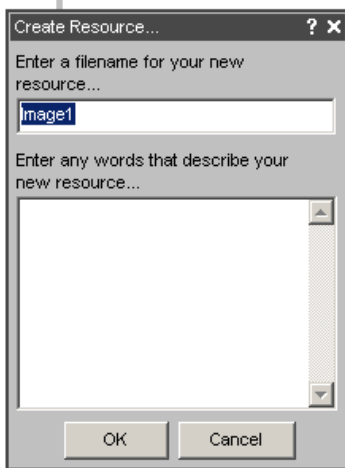


#### Adding Resources to the Resource Library

1. Determine what type of image/object you are adding to your My Resources area. (Collection, Image, Flipchart, Background, etc.?)
2. Make sure you have the correct category selected.



- Because you are adding a clock image to your resource library, make sure the "Clocks" folder is highlighted.
- Click and drag the clock image on your flipchart page to the Thumbnail Pane area.
- Image stays on your flipchart page but is added to your My Resources area for use in the future.



- When you drag the image to the Thumbnail Pane, you will see a Create Resource option. The purpose of completing this is so that in the future you when you search for items in your Resource Library, this image will be included in the search. You will want to be specific in the word(s) you associate with the image.

**\*\*\*NOTE:** Because there are thousands of items in the Resource Library, you can save yourself time by identifying those you use often and adding them to your My Resources area. The item you want to add would need to be pulled to a Flipchart page then added to your My Resources area according to the steps above.

### Section 3: Add to the Flipchart Pages Category

Many of the pages you create will be used in multiple flipcharts. A good example is your daily bell ringer page. You can create a template page and add it to your My Resources area, My Flipcharts.

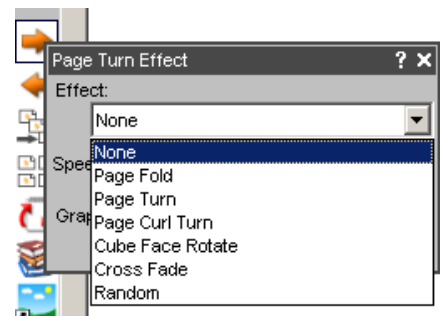
1. Create the page
2. Right click on the flipchart page
3. From the pop-up menu, choose "Add to Library"
4. The Create Resources window appears and allows you to add search tags to the page.

### Section 4: Adding Page Effects

You may want to add additional dynamics to your Flipchart page transitions. This would be done after you have completed creating your Flipchart file.

**Whatever effect you select, it will apply to the full Flipchart.**

1. Right click on the Next Page button in the Flipchart toolbar.
2. You will see several options under the Effect drop-down menu. Experiment with the effects.
3. You can also see the speed of the page transitions.



### Section 5: Creating Page Links

**NOTE: WHENEVER ANY TYPE OF LINK IS INSERTED, YOU WILL SEE A SPECIAL ICON WHEN YOU HOVER THE PEN OVER THE LINKED OBJECT.**

Sometimes you will want to add a link from one page in your Flipchart to another page in the Flipchart. Below is an example when you would do this:

### Question on a Page 1 of a Flipchart

1. Oklahoma is in
  - a. North America
  - b. South America
  - c. Asia
  - d. Europe

### Page 2 of the Flipchart

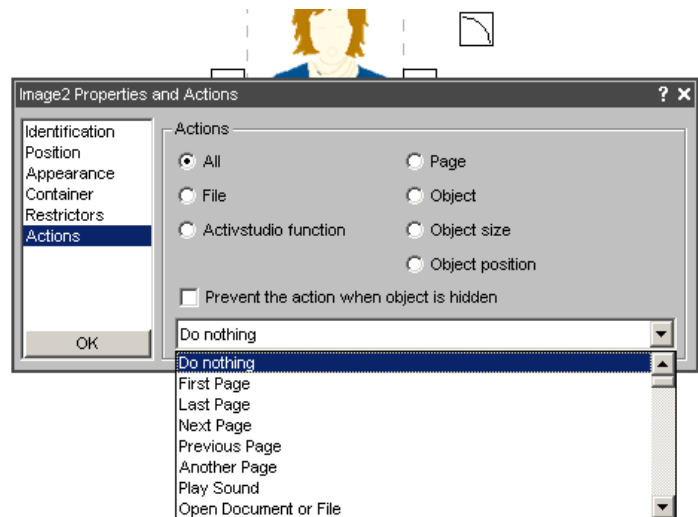
If the student selected the correct answer, he/she would be taken to this page which may have the next question

### Page 3 (or other page) of the Flipchart

If the student selected an incorrect answer, he/she would be taken to this page with an explanation of why the chosen answer was incorrect.

You can link a text box OR image to another page in the Flipchart. To do this:

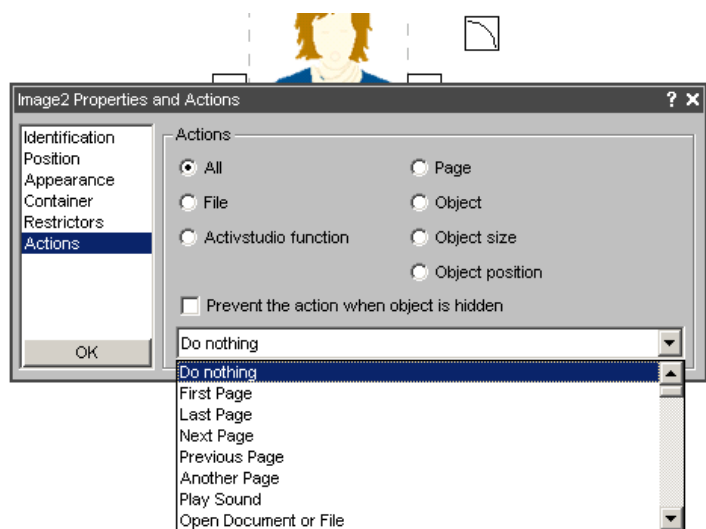
1. Double click on the text box or image you want linked to another page
2. Select the Properties icon
3. Click on the Actions in the left-hand column then in the drop-down box, select the page you want. If it isn't the first, last, or next page, select "Another Page." After selecting "Another Page," you will get a pop-up box to select the page you want linked to. Select the page then select "Set."



## Section 6: Creating a Hyperlink

You may want to hyperlink an image or text box to a web address or a document on your computer, such as a Word document or PowerPoint presentation. To do this:

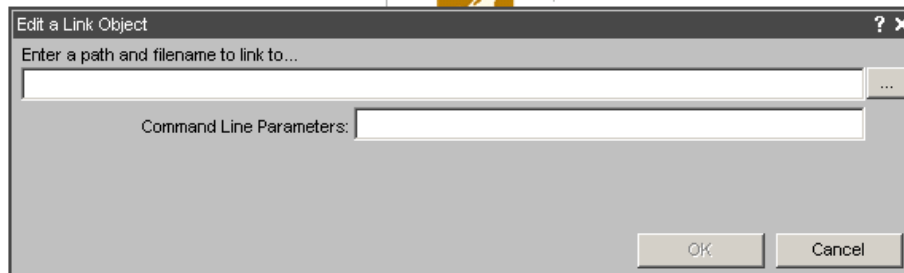
1. Double click on the image or text box to be linked
2. Select Properties
3. Select "Action" in the left-hand column
4. **MAKE SURE THE "ALL" RADIO BUTTON IS SELECTED**
5. From the drop-down box, select "Open Embedded Document or File." **Selecting the Embedded option ensures that whatever you link, it will be included in your saved Flipchart. This is important if you are sharing Flipcharts. The attached documents will become part of the Flipchart file.**



**NOTE:** From the drop-down menu, you can create different sorts of links from a text box or image. Sounds in particular can be a powerful learning tool. Find the sound file on the web, and download it and link or just link directly to the sound file.

6. Click on "Set"

7. The "Edit a Link Object" box appears. If you want to link to a web site, type the URL in the top box.



8. To link to another document, click on the ... at the right of the text-entry box. You can then navigate to a document.



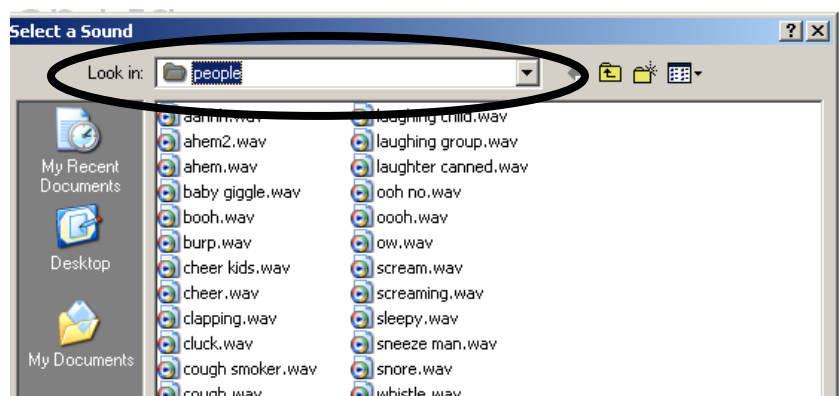
**REMEMBER,** actions such as hyperlinking do not operate by default in the Design Mode. You can change the default by going to Main Toolbox > Main Menu > Studio Settings > Design Mode then uncheck the box in front of "Do not perform any object actions."

## Section 7: Inserting a Sound

You can attach a sound to an image or text box. There are some sounds in the Resource Library. You can also download sounds from the web and link to those sounds. **To link to a sound in the Resource Library:**


1. Double click on the image or text box to be linked
2. Go to Properties
3. Select Actions in the left-hand panel.
4. From the drop-down menu, select "Play Sound"
5. Click on "Set"
6. You will see a choice of sounds which are already in the Resource Library.
7. When you have finished, make sure that actions are enabled and test your link.

**To attach a sound not included in Resource Library,** such as a speech you've downloaded from the web or song from a CD, you will need to identify the location of that file on your computer or other location. You will follow the same steps as above but will need to navigate to the location of the sound file. Go to "Look in:" drop-down menu to locate sound file.



## Section 8: The Color Picker Tool

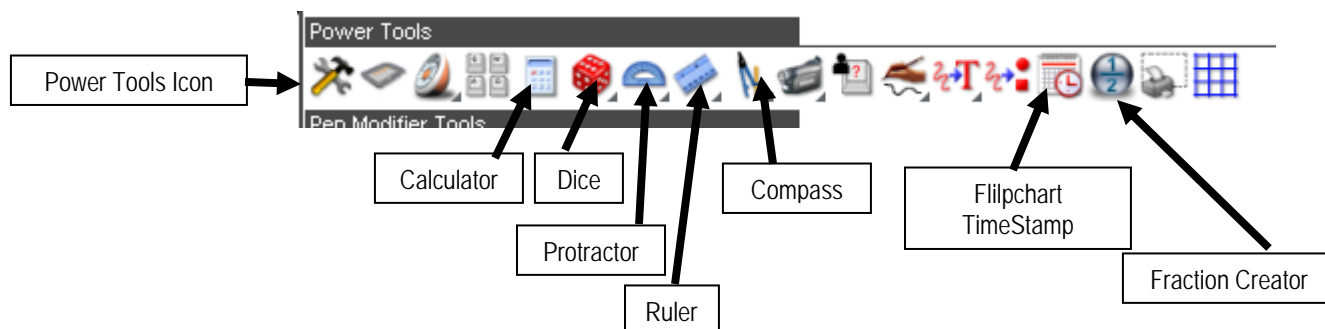
Sometimes the color choices in the color palette aren't exactly what you want. Maybe you want to match a particular color in an image. To do so:

1. Add the Color Picker tool to the Main Toolbox. You will get this in the Toolstore. 
2. Click on the color in the Main Toolbox which you are going to replace. (If you ever want to reset your color palette to the original by going to the Main Menu > Studio Settings > Toolboxes > Reset all Toolboxes.)
3. Click on the Color Picker tool. The cursor changes to show a cross hair.
4. The Color Picker selects the color directly under the cross hair when you click on the color you want.
5. The new color will replace the color you had selected in the Main Toolbox.
6. Now you have that new color available for the Fill Tool or for other coloring options.

## Section 9: The Power Tools

The Power Tools are handy tools for measuring, drawing, and working with numbers. The Toolstore has these tools grouped, ready for you to add to the Main Toolbox on an individual basis or you can add the Power Tools icon to your Main Toolbox. The Power Tools icon launches a Power Tools Toolbox.

Power Tools Available in the Toolstore. Explore all of them! We will focus on some of them for this training.

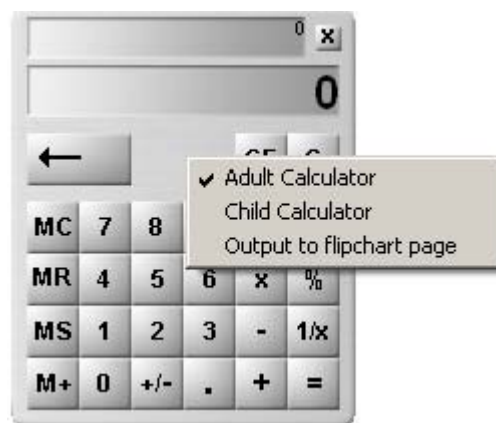


### Calculator Tool

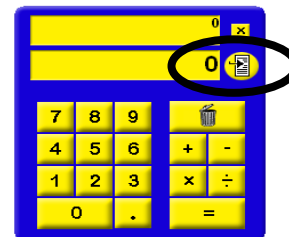


Once you have the calculator open, you may change between the Adult Calculator and the Child Calculator by right-clicking anywhere on the calculator EXCEPT on the display screen. The calculators work the same as handheld calculators.

**NOTE:** Once you enter a calculation into the calculator, you have the option to "Output to flipchart page." This is a quick way to make a page of math problems on a flipchart page.



To place the calculation on the page using the Child's Calculator, click on the Output button next to the display window.



The calculator tool can be dragged anywhere on the page by clicking anywhere other than the display screen or buttons and dragging it to the new location.

### Dice Tool



Once you select the Dice tool, a pop-up window appears. By clicking on the drop-down button on the left of the window, you can select the number of dice you want to roll.



After selecting the number of dice you want, click on the Dice Button. A dice animation will appear, displaying the results. If you click on the equal sign, the results are placed on the flipchart page in numerical format.

### Protractor



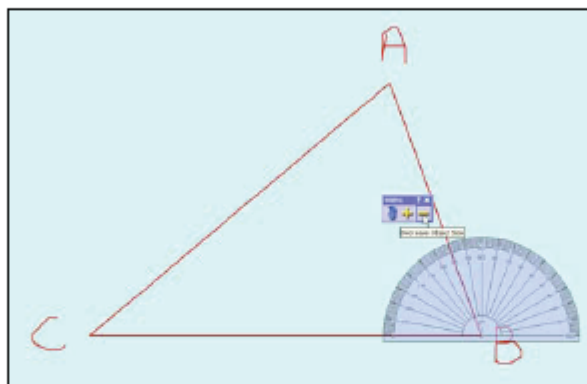
Once you click on the Protractor tool, you have a choice between a half or full protractor.

#### Creating Filled Segments

**Move the protractor so that the key point (0) is over vertex B. Double-click on the protractor to open the Maths toolbox.**



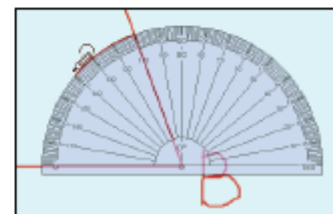
**Click on the Decrease Object Size button a number of times until the protractor is around the size shown in the image.**



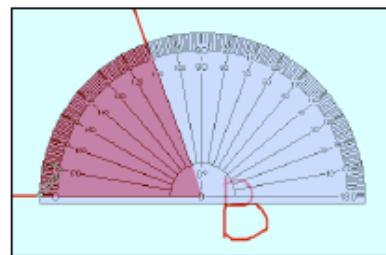
**Close the Maths toolbox.**



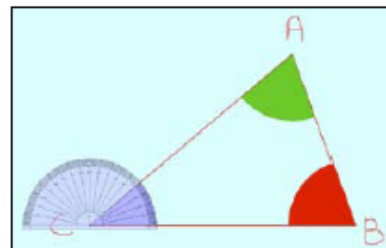
**Now, with the Pen tool, you should be able to draw a line around the curved edge of the protractor in the same way you did with the ruler.**



When you finish the line, however, a filled segment will automatically be created.



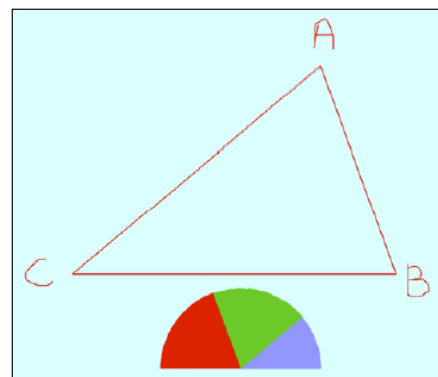
Move the protractor and draw two more segments in the other angles, changing the pen colour each time.



When you have finished, drag the Protractor to the Flipchart Bin.



Math teachers like to create filled segments in this way so they can move the segments together to show how the 3 angles of a triangle add up to 180 degrees.



## Ruler Tool



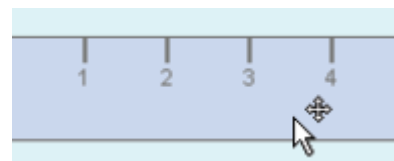
After clicking on the Ruler icon, you will see you have 3 options for the type of ruler you want. cc, mm, and inch.

cm

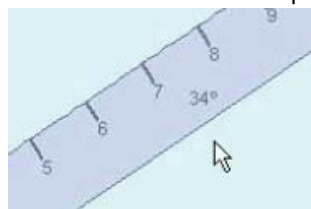
mm

inch

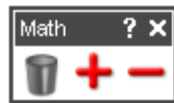
When selected, a ruler will appear on the page. Hover the cursor over the bottom half of the ruler and the cursor will change to a cross. This is the symbol for picking up and moving the ruler.



Hover the cursor over the top half of the ruler and the cursor will change to the rotation symbol. As you rotate the ruler, notice that the angle of rotation appears – the angle between the ruler and the horizontal is displayed in the center of the ruler.







Double click on the ruler and you will get a Maths toolbox.

Click on the + to add length to the ruler.

Click on the – to decrease the length of the ruler.

Click on the Trash Can to remove the ruler from your flipchart page.

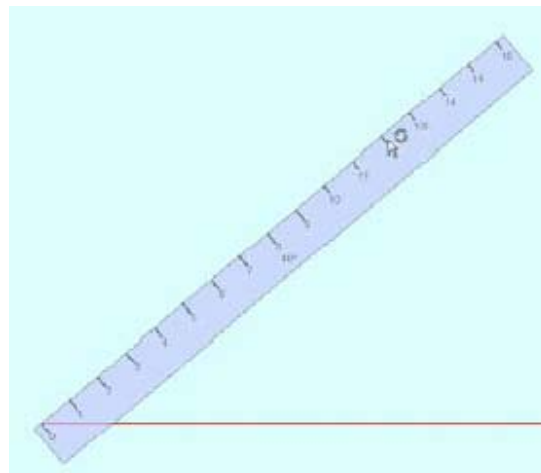
### Drawing a Triangle With the Ruler

The pen tool and ruler work together to create straight lines. After the ruler is placed on the page, select the pen tool, indicating the line width desired. Hover the cursor over the top edge of the ruler. The cursor will change to a pencil with a line above it, indicating that you can draw a straight line.



Next, click on the Marque Select Tool to get out of the pen tool. Next, rotate the ruler, keeping the 0 of the ruler on the beginning of the original line. To do this, hover over the ruler until the cursor changes to the rotation icon. You will see the degrees change as you move the ruler.

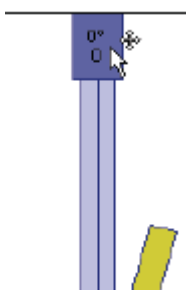
Reposition the ruler with the 0 at the end of the second line and complete the triangle.



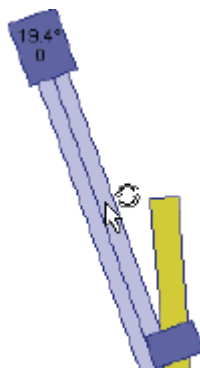
### Compass Tool



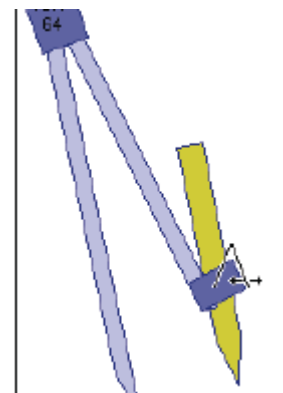
Once you click on the Compass tool, a virtual compass will appear on the page. The compass has three different sections.



**Top:** Moves the compass around the page



**Arm:** Rotates the compass without drawing a circle



**Pen Holder:** Opens and closes the compass points.

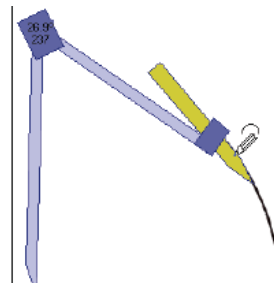


## Drawing a Circle or Arc With the Compass

Click and drag on the pen.

Double click on the compass image to open the same Maths toolbox you saw with the ruler and the protractor.

Delete the compass from the page using the Trashcan icon in the Maths toolbox.



## Flipchart Time Stamp



At any time, you have the ability to place a time/date stamp on a page. When you click on the Time Stamp icon in the toolbar, the date and time is placed on the upper left-hand corner of the page. This is a text box so it can be dragged to any position on the page.

## Fraction Creator Tool



Use Activstudio to create fractions for your mathematical formulas. With the Fraction Creator you can create three types of fractions: letters  $\frac{x}{y}$ , numbers  $\frac{2}{3}$  or both letters and numbers  $\frac{2x}{3y}$ .

### **How to create a fraction:**

1. In the Fraction Creator Toolbox, write the numerator in the top box and the denominator in the bottom box.
2. Click on the appropriate button for the type of fraction you want to create.
3. Click on the [Add to Flipchart Page](#) button to convert your freehand fraction to a grouped text object. Or, click on the [Clear](#) button to remove your writing from the window, for example, if you've made a mistake.

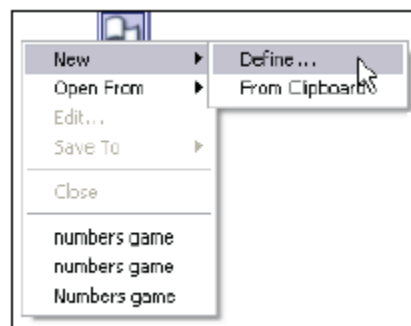
### **Using the Text tool to create fractions**

Using the Text tool, type 1/2, 1/4, and 3/4 on the page, followed by a space or Enter on your keyboard, and the number will automatically be turned into a fraction.

## **Section 10: The Tickertape Tool**



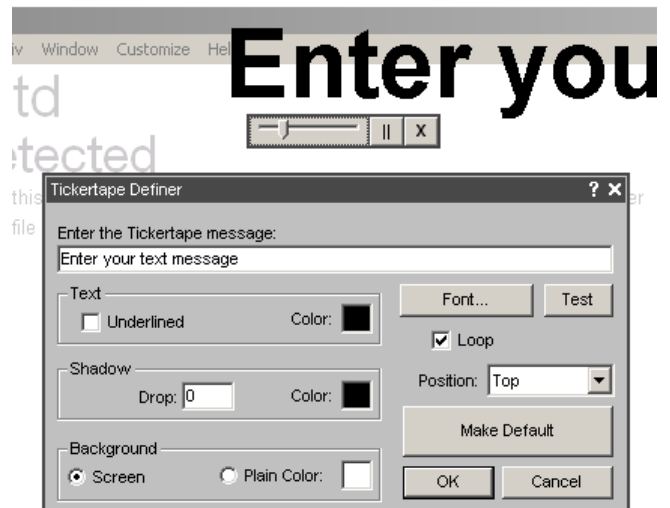
The Tickertape Tool can be placed on the Main Toolbox or on the Power Tools Toolbar. Once you click on the Tickertape Tool icon, several options will appear in the Tickertape Definer box.



You will see the Tickertape Definer box, speed controller, and tickertape appear on your flipchart page immediately.

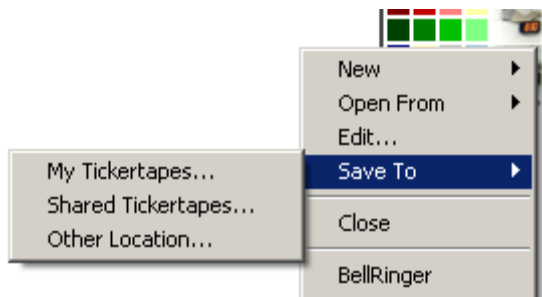
Experiment with the message, speed, color, size, and background. When you have your desired tickertape, click OK.

When you have a tickertape on your page, there automatically appears the speed slider. To remove the Tickertape, click on the X on the speed slider.



### Saving a Tickertape

When the tickertape is on your page, click on the Tickertape icon. Determine where you want to save the current Tickertape.



**\*\*NOTE:** You can make any text into a Tickertape. To do this, right click on the text, Quick Select Menu, Make Tickertape.

### Opening a Saved Tickertape

- Open Resource Library
- Go to My Resource Library
- Drag the saved tickertape to your page
- Close the Resource Library
- MAKE SURE ENABLE ACTION IS NOT SELECTED
- Drag the tickertape icon to the upper right-hand corner of your page
- ENABLE ACTIONS
- Double click on the icon to begin the tickertape.
- If you close the tickertape, the icon stays on the page so that you can activate it when you are ready.

## Section 11: The Clock Tool



The Clock Tool is useful for timing activities. When you click on the Clock Tool, you will get 5 options:

Analog  
Digital  
Both  
Count Down...  
Count Up...

The first 3 options open different types of clocks. The last 2 options open different types of timers.

### Count Down and Count Up Clocks

You will see you have the options to set the count down time, alarm sound, and timeout actions. Explore what each action does.

Other clocks are self-explanatory.

